



OPERATIONAL INSTRUCTION

Operational Instruction CSS-2005-06

Effective: October 13, 2005

Approved: Thomas H. Williams/s

Thomas H. Williams
Associate Director,
Community Supervision Services

Interagency Communication and Work Management

I. PURPOSE

This guidance memorandum delineates responsibilities for handling areas of mutual interest between the Court Services and Offender Supervision Agency (CSOSA) and the Pretrial Services Agency (PSA). Guidance is provided in the following areas: information sharing and utilization at the pretrial and post-conviction diagnostic phases, substance abuse and mental health treatment services, supervision coordination, cross-training of PSA and CSOSA staff, and coordination, when possible, of case management systems.

II. GUIDANCE

1. **Information Sharing in the Preparation of Pretrial Service Reports (PSR) and Pre-Sentence Investigations (PSI) Reports**
 - A. PSA and CSOSA staff will electronically share information in each Agency's respective information systems, the Pretrial Real Time Information System Manager (PRISM) and the Supervision and Management Automated Record Tracking (SMART). When possible, PSA and CSOSA staff also will share certain agency reports, information and forms electronically.
 - B. For defendants under PSA's supervision, CSOSA's PSI writers will access PRISM to review and monitor information pertaining to the defendant's community ties, criminal history, drug test results, substance abuse and/or mental health histories, and supervision compliance with PSA staff. This information will be incorporated into the PSI report.
 - C. For rearrested offenders, PSA's Diagnostic staff will use SMART to identify the offender's Community Supervision Officer (CSO). The Diagnostic PSO shall contact the CSO for compliance information for use in PSA's Pretrial Services Report (PSR) and subsequent release or detention recommendation. If the CSO is unavailable, PSA

staff will contact, in order, the Unit Duty Officer and the Unit Supervisor. For unassigned cases, PSA staff will contact CSOSA's Special Projects Unit Manager (202-585-7322). PSA staff may attempt to contact CSOSA personnel to obtain information for diagnostic purposes during and beyond normal business hours.

- D. CSOSA will provide to PSA a listing of Community Supervision Services staff cell phone and office numbers. PSA will distribute these listings to PSA Diagnostic Teams/Supervisors for purposes of communicating with CSOSA staff regarding an offender's adjustment.

2. Substance Abuse and Mental Health Treatment Services

- A. If a defendant is in substance abuse treatment while under PSA's supervision, and then is adjudicated to CSOSA's supervision, CSOSA will continue the offender's treatment in a process that is seamless to the judiciary and the offender.
- B. PSA's COTRs will send electronic notification to the CJP staff of those offenders participating in contracted treatment for a transfer of fiduciary responsibilities for offenders in substance abuse treatment.
- C. Information concerning non-contracted substance abuse treatment, mental health treatment and compliance with all treatment vendors will be available in PRISM and SMART.
- D. Substance abuse and mental health treatment information are available in PRISM and SMART upon completion of the appropriate release forms. CSOSA and PSA staff may request and receive hard copies of treatment and mental health assessment documents, if the requested information is not available in their respective data systems.
- E. PSA and CSOSA treatment staff will coordinate treatment placements for dually supervised persons. Coordination will include: 1) determining which agency will fund and effect the treatment placement; 2) obtaining necessary court documentation and orders for treatment; and 3) updating other supervisory requirements as needed (for example, suspending reporting requirements for defendants in residential treatment).

3. Supervision Coordination

- A. CSOSA and PSA will share all applicable offender consent releases based upon whatever releases are needed.
- B. On a quarterly basis, CSOSA and PSA will provide to each other an organizational chart with staff names and phone listings.
- C. In dual supervision cases, CSOSA and PSA will coordinate supervision of conditions ordered as requirements of both pretrial and post-sentence release. These include, but are not limited to, drug testing, weekly reporting to case managers, substance abuse and mental health treatment placements, curfew monitoring, and stay away requirements. PSA and CSOSA staff will monitor compliance by way of PRISM and SMART, as appropriate. When necessary, staff from either agency will get personal confirmation of compliance from the assigned case manager, Unit/Team Duty Officer, or Unit Supervisor.
- D. In cases where drug testing is required by both CSOSA and PSA, the defendant/offender will only report to one agency for testing. The defendant/offender will follow the schedule of the agency with the greater testing requirement (*i.e.*, twice weekly rather than once weekly) or, if both agencies' requirements are the same, continue in the testing schedule imposed first. Following the guidance of the CSOSA General Counsel, PSA and CSOSA staff may use each agency's drug test results for supervision purposes. If CSOSA is the designated drug-testing agency, the Illegal Substance Collection Unit (ISCU) staff will confirm dually supervised persons of their pretrial court appearances.
- E. PSOs and CSOs will coordinate applications of administrative sanctions and incentives and requests for judicial actions to ensure that these responses do not interfere with any other supervisory requirements. This includes coordination and changes to supervision following rearrest, condition infractions, condition violations, and mental health and/or substance abuse treatment placements. (If offenders are rearrested, CSOs will increase supervision and/or sanction.)
- F. If a rearrested offender is released to the community, but later is placed into a loss of contact status, the CSO will contact the PSO by way of e-mail or telephonically to inform the PSO that the court will be notified of the offender's loss of contact status and that court

intervention will be requested. In all cases, CSS staff will notify the PSO within 3 business days of the offender's alleged violations (submission of AVR) that will affect the offender's liberties within the community. Likewise, a PSO shall follow the above procedures in notifying the CSO if a defendant is placed into a loss of contact status while under PSA supervision.

- G. PSA and CSOSA staff may obtain and use any information in PRISM or SMART regarding compliance to requirements of both pretrial and post-sentence release, and report this information to the appropriate judicial officer or other criminal justice entity. When necessary, PSOs and CSOs shall contact one another to obtain updated information and shall also notify each other by way of e-mail or by telephone whenever the case manager forwards a violation or revocation report to Court.
- H. PSA will be responsible for complying with a judicial order to enroll and monitor defendants on electronic monitoring. PSA will notify the assigned CSO if the court is to be petitioned to revoke or otherwise change the defendant/offender's release condition due to electronic monitoring violations. CSOSA and PSA staff will seek to consolidate technological resources used for defendant/offender supervision. For example, if a defendant/offender is required to participate in house arrest or curfew as a condition of pretrial release and is on GPS under CSOSA, staff will use one technological system to monitor this condition, where possible. If a defendant is being monitored electronically for curfew by PSA and CSOSA staff requires information pertaining to curfew, PSA will provide hard copies of the information when requested.
- I. The assigned PSO and CSO will review SMART and PRISM periodically to review release orders and probation plans pertaining to "Stay Away" orders. In accordance with CSOSA policy, CSS may enroll the offender on GPS. The CSO will provide documentation to the PSO if the offender violates the restrictions imposed in the "Stay Away" order. Based on the information provided by the CSO, the PSO will advise the CSO if the pretrial judge will be petitioned to revoke or otherwise change the defendant/offender's pretrial status.
- J. Communication between drug testing units at CSOSA and PSA shall continue in order to assist in the identification and facilitation of defendant/offender testing, placements, schedules and closures of information in PRISM, resolving duplicate entry.

4 **Training**

CSOSA and PSA will provide cross-training to staff on operational topics mutually agreed upon. In addition, CSOSA and PSA agree that any changes, updates, and/or modifications to either SMART or PRISM will be conveyed in a regular and timely fashion.